

EXECUTIVE ORDERS

The Chairman of the House Ways and Means Committee
The Chairman of the Capital Budget Sub-committee
of the Legislative Council

Each of the legislative members of the Commission shall serve in an ex officio and non-voting capacity.

The Commission on State Debt shall meet regularly, at periodic intervals to be established when the Commission is organized.

EXECUTIVE ORDER OF OCTOBER 28, 1969
DATA PROCESSING FUNCTION

TO ALL DEPARTMENT HEADS:

Article 15A, Section 3, Paragraph 23B of the Legislative Acts of 1969, as amended, places primary responsibility in the Department of Budget and Fiscal Planning in consultation with the State Comptroller, for planning and control of the State automatic data processing (ADP) function. To provide the requisite framework for achieving and maintaining a viable and efficient ADP capability, the ADP policies herein described will be immediately implemented.

A. The State will manage and develop its ADP resources according to a master plan and implementation schedule, periodically updated to reflect future information requirements.

B. Mechanization of any systems will be limited to those which can be measured in terms of savings of manpower, funds, time, or which contribute significantly to management effectiveness. All systems must have prior approval of the Department of Budget and Fiscal Planning.

C. All State ADP personnel except the State Central ADP Staff will report functionally and administratively to ADP Directors responsible for the several Data Processing Service Centers defined by the Department of Budget and Fiscal Planning. Departments not having ADP resources will maintain ADP liaison with the appropriate Data Processing Service Center.

D. The ADP resources of the State will be identified in the budget as separate cost centers corresponding to the Data Processing Service Centers.

E. Acquisition of new equipment, augmentation of existing equipment, or disposal of equipment no longer required must have prior approval of the Department of Budget and Fiscal Planning.

F. Acquisition of equipment by one agency will not preclude the use of that equipment by another agency. Where feasible, an agency will make machine time available on a regular recurring basis to meet the requirements of the agency not having equipment. Centralization of data processing services will be fully exploited where cost reductions without adverse effect can be achieved.

G. All changes effected by any department or agency pertaining to data processing systems shall first be reviewed and approved by the Department of Budget and Fiscal Planning.

H. All Contracts or partnerships affecting State ADP resources will be accomplished by and through the Department of Budget and Fiscal Planning.

I. Centralized control of the planning and utilization of Statewide ADP resources will be accomplished by the State Central ADP Staff in conjunction with the State ADP Management Review Board.

The Department of Budget and Fiscal Planning will immediately convene the ADP Management Review Board, as herein described, for the purpose of providing executive guidance in the formulation and review of plans and policies for the development, acquisition and utilization of State ADP resources. Furthermore, the